FEDERAL PROGRAM MONITORING

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MONITORING GOALS

- Compliance with reporting requirements
- Identification of needs
- Provide technical assistance
- Financial accountability
- Identify and share promising practices

RECIPIENTS PARTICIPATING

- Year 1 (Cohort 16)
- Recipients with significant finding(s) from the prior year
- 58 on-site visits
- 14 grantees submitting documentation

MONITORING CONSULTANTS

- John Conti
- Betty Hornick
- Ruth Murray

- Linda Rector
- Linda Staylor
- Laurie Wardle

MONITORING LOGISTICS

- Monitoring will take place March through May of 2018.
- VDOE consultants will conduct monitoring visits and contact grant coordinators beginning in January to schedule monitoring visits.
- VDOE specialists working with 21 CCLC programs will also accompany consultants on several monitoring visits.
- Grantees should schedule monitoring visits on a day when program is in operation.

BEFORE THE VISIT

- Review the monitoring document.
 - Available on VDOE Title IV-B web page
- Ensure staff is familiar with grant.
- Coordinate in advance if more than one grantee representative needs to be on-site for the interview
- Develop and communicate a schedule for the monitoring visit with the monitor, including a break for lunch. (Lunch cannot be provided.)

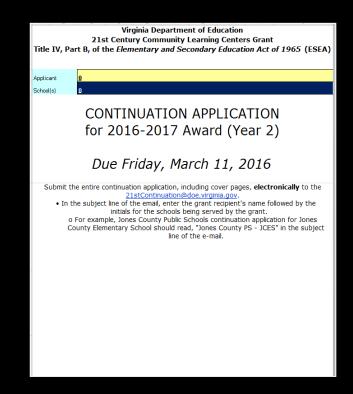
BEFORE THE VISIT

- Prepare responses to required indicators.
- Gather electronic or hard copy evidence for each requirement.
- Create folders by protocol question number.
- Place evidence in folders.

NOTE: Documentation can be electronic.

BEFORE THE VISIT

- Review your continuation application for the next year.
- Due in mid-March.
- Describe your program for upcoming year.
- Programmatic suggestions may be made based on monitoring findings.



MONITORING VISIT

- Provide a location for state and grantee representatives to meet to review the evidence.
- Present documentation as it is organized according to the order of the monitoring document.
- Monitors will visit the program site and observe the program.

FOLLOW UP

- Provide additional documentation as requested by VDOE staff or consultants within the ten day requested timeline.
- Following the visit, divisions will receive a letter indicating whether the division was in full compliance, or whether there are areas of non-compliance.

MONITORING PROTOCOL

- Five sections
 - Grantee Information
 - Operational Information
 - Grantee Compliance
 - Summary

MONITORING PROTOCOL

- Grantee Compliance (6 subsections)
 - Effective Programming
 - Organizational and Fiscal Management
 - Program Staffing and Professional Development
 - Partnerships
 - Health, Safety, and Nutrition
 - Program Evaluation

PROTOCOL DESIGN



CORRECTIVE ACTION PLAN

- Required for any grantee with findings
- Detail how findings will be corrected
- Findings for two years State Guided Corrective Action

QUESTIONS



MEET YOUR MONITOR SESSION 1

Conti, John	Hornick, Betty	Murray, Ruth	Rector, Linda	Staylor, Linda	Wardle, Laurie
Nottoway Co. PS Nottoway MS	AHC, Inc. Carlin Springs ES	Alternatives, Inc. Crittenden MS	Bristol City PS Virginia MS	Bedford County PS Bedford MS	Boys & Girls Club SW VA Christiansburg MS
Prince William County PS Fred Lynn MS	Alexandria City PS Samuel Tucker, etc.	Alternatives, Inc. Homer L. Hines MS	Bristol City PS Washington-Lee ES	Bedford County PS Moneta ES	Boys & Girls Club SW VA Rocky Mount ES
Prince William County PS Gar-Field HS	Chesterfield County PS Bellwood ES	Alternatives, Inc. Huntington MS Newport News	Buchanan County PS Twin Valley E/MS	Franklin City PS Joseph P. King, Jr. MS	Boys & Girsl Club SW VA Shawsville MS Montgomery Co.
Prince William County PS Hampton MS	Chesterfield County PS Ettrick ES	Alternatives, Inc. Mary Passage MS Newport News	Russsell County PS Castlewood HS	Franklin City PS Samuel P. Morton ES	Carroll County PS Gladesville ES
Richmond City PS John Marshall HS	Chesterfield County PS Falling Creek MS	Hampton City PS Captain John Smith ES	Russsell County PS Honaker HS	Lynchburg City PS Linkhorne MS	Patrick Henry CC Fieldale-Collinsville MS Henry Co.

MEET YOUR MONITOR SESSION 2

Conti, John	Hornick, Betty	Murray, Ruth	Rector, Linda	Staylor, Linda	Wardle, Laurie
Roanoke City PS Garden City ES	Fairfax County PS Glasgow MS and Key MS	Hampton City PS Lindsay MS	Russell County PS Lebanon HS	Lynchburg City PS Perrymont ES	Patrick Henry CC Laurel Park MS Henry Co.
Roanoke City PS Hurt Park ES	Henrico Education Foundation Glen Leaa ES	Newport News City PS Carver ES	Russell County PS Lebanon Primary	_	Patrick Henry CC Martinsville HS
Roanoke City PS Round Hill ES	On the Road Collaborative Harrisonburg HS	Newport News City PS Epes ES	Scott County PS Duffield Primary	Southhampton County PS Southhampton MS	Pulaski County PS Dublin ES
Roanoke City PS Westside ES	Page County PS Page County MS	Newport News City PS Newsome Park ES	Scott County PS Nicklesville	Surry County PS Luther Porter Jackson MS	Piedmont Community Impact Organization, Inc. Brookneal ES
	Fairfax County PS Walt Whitman MS	Newport News City PS Sedgefield ES	Scott County PS Shoemaker ES		